



JEFFERSON LAB EH&S COMMITTEE MEETING
NOVEMBER 7, 2003
9:00 AM - 10:00 AM, ARC 428

ATTENDEES

Jefferson Lab EH&S Committee Members:

James Murphy (Chair)

Carter Ficklen

John Kelly

Robert May

Dennis Skopik

Sandy Prior

Jefferson Lab EH&S Committee Advisors:

Bruce Ullman

Erik Abkemeier

Other Representatives:

Ed Martin

Eric Hanson

Christina Krasche

Bert Manzlak

Hugh Williams

1. Agenda was accepted as written.
2. OSHA Punchlist is about 49% complete. Thanks to everyone who has helped close these items. Items not closed should have estimated closure dates. Christoph expects all items to be closed by March 31, 2004. Note that closure may be a reasoned decision not to mitigate.
3. EH&S commitments made at the Institutional Plan Review are attached. Two target areas, Electrical Safety and Materials Handling, have been selected for initial focus. Milestone dates have been set, but responsibilities have not been assigned. Murphy will discuss with Christoph.
4. John Kelly reviewed Lab performance in preparing for and recovering from Hurricane Isabel. Generally the lab and its staff members were prepared and responded to the situation as planned. Director's Command staff has reviewed its activities and is implementing suggestions and lessons learned.
5. A discussion regarding the use/requirement of bike helmets was requested by a member of Director's Council. By unanimous voice vote the Committee recommends that helmets be available from the stockroom (assuming supplying helmets is an allowable cost) and that all JLab staff, students, users, etc. be "strongly urged" to wear a helmet whenever they bike. This recommendation may be reconsidered after we learn how other SC labs deal with bike helmets. Murphy is to check on whether supplying bike helmets would be an allowable cost. Ficklen will check with the other labs on their policies.
6. Discussion regarding EH&S Highlights revealed that these were intended as a communication tool between divisions and for use by middle and senior management. Writers of highlights feel they are a good and useful tool and have received recent positive

MINUTES OF MEETING
PAGE TWO
JEFFERSON LAB EH&S COMMITTEE MEETING
NOVEMBER 7, 2003
9:00 AM - 10:00 AM, ARC Room 428

feedback. Beginning next month authors are to indicate as "key highlights" those items which should be emphasized on the web page as of the most general or widespread interest.

7. John Kelly and Eric Hanson have ordered and are making available for use the first multi-purpose Administrative LO/TO control tags. Old tags may be used while supplies last, but only the new style tags will be reordered in the future.
8. Ed Martin and the Electrical Safety Committee asked for an extra six-months in which to develop an "Electrical Short" for the correct use and limitations of the GFCIs. They want to first develop an "Electrical Short" on extension cord use.

Action Items:

- a. OSHA Punchlist: responsible parties (Manzlak, Kelly, May, Sprouse) to enter estimated closure dates for open items and continue to update as items are closed.
- b. Institutional Plan Review EH&S Commitments: Murphy to discuss assignment of responsibilities with Christoph.
- c. Bike Helmets: Murphy to check on whether helmets are allowable costs and if they are, to proceed with making a variety of sizes available in the stockroom and to notify the U/I Liaison Office that the helmets are available to bicycle users. Carter Ficklen to ask other labs what their policy regarding this issue is.
- d. EH&S Highlights: authors to indicate "key highlights."
- e. Dennis Skopik to bring his recommendation for LTT training for Managers for discussion at the next meeting. Alternatives include leaving the requirements unchanged (i.e. managers who supervise staff who perform LTT require LTT training biennially); have them read the LTT chapter in the EH&S Manual; or re-evaluate how often managers need to be retrained.

MINUTES OF MEETING
PAGE TWO
JEFFERSON LAB EH&S COMMITTEE MEETING
NOVEMBER 7, 2003
9:00 AM - 10:00 AM, ARC Room 428

ATTACHMENT 1

Our plans for dealing with the targeted areas have specific milestones, with initial focus on the two hazard areas with greatest potential consequences:

Electrical Safety

Within next 6 weeks	Formation of internal/external team to review current electrical safety procedures
Within next 3 months	Report and recommendations from external review Internal team assembled for implementation
Within next 6 months	Planned implementation of recommendations Metrics developed for measuring progress
Within next 12 months	External review of revised policies/procedures Begin effort to develop leading indicators

Materials Handling

Within next 2 months	Formation of internal team with external experts to analyze current program and procedures
Within next 4 months	Analysis and recommended actions from internal/external team
Within next 12 months	Planned implementation of recommendations Metrics developed for measuring progress
Within next 18 months	External validation of procedures Begin efforts to develop leading indicators